



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
LANSING

STANLEY "SKIP" PRUSS
DIRECTOR

IMPORTANT INFORMATION REGARDING APPRENTICE REGISTRATIONS

ALL APPRENTICES ARE REQUIRED TO BE REGISTERED IN THE STATE OF MICHIGAN IN ORDER TO DO ELECTRICAL WORK.

- Apprentice registrations applications are required within 30 days of employment.
- Apprentices are required to carry their **ACTIVE** registration with them at all times on the job site. Only hours worked on an active registration will be credited toward the 8,000 hours to take the journeyman's examination.
- Only the master of record qualifying the electrical contractor may sign any documentation regarding apprentice registration applications, renewals and letters of verification.
- It is in the apprentice's best interest to get an original notarized letter verifying hours worked and signed by the master of record prior to or upon terminating employment with the electrical contractor.

Verification letters must meet the following requirements:

- a. Must be on company letterhead.
 - b. Master of record for electrical apprentices or signatory fire alarm specialty technician for fire alarm apprentices must sign all applications and other documents and verify all hours. The master of record is the person signatory on the electrical contractor's license. For fire alarm apprentices the person that must sign all documents is the fire alarm specialty technician who is signatory on the fire alarm contractor's license
 - c. Must include the master of record's license number.
 - d. Starting month/day/year and ending month/day/year of employment.
 - e. Total number of hours worked (performing electrical work) not including overtime hours.
- An apprentice must be directly supervised by a master or journeyman electrician on a jobsite at all times.

Providing for Michigan's Safety in the Built Environment

BUREAU OF CONSTRUCTION CODES
P.O. BOX 30254 • LANSING, MICHIGAN 48909
Telephone (517) 241-9320 • Fax (517) 241-9308
www.michigan.gov/dleg

DELEG is an equal opportunity employer/program.
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

- It is the responsibility of the apprentice to notify the Bureau of Construction Codes Electrical Division in **writing** of any address or phone number changes when they occur.

Note: Apprentices using a mailing address with a PO Box MUST also provide their residential address.

**Application for Electrical Apprentice or
Fire Alarm Specialty Apprentice Technician**
Michigan Department of Energy, Labor & Economic Growth
Bureau of Construction Codes / Electrical Division
P.O. Box 30255, Lansing, MI 48909
517-241-9320
www.michigan.gov/bcc

Agency Use Only

Fee: \$15.00

Authority: 1956 PA 217
Completion: Mandatory
Penalty: Certificate of Registration will not be issued

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This form is for 1st time apprentice registration only. If you have previously registered call for assistance.

Instructions:

- Complete and sign application. Type or print in ink.
- **The supervising master electrician's signature must be notarized.**
- Enclose a check made payable to the **State of Michigan**.
- Mail completed application and payment to the address listed above.

Applicant Information

INDICATE WHICH APPRENTICE REGISTRATION YOU ARE SEEKING

☐ Electrical Apprentice☐ Fire Alarm Specialty Apprentice Technician

NAME (Last Name, First Name, Middle Initial)

DATE OF BIRTH

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER*

XXX-XX-

ADDRESS

CITY

TOWNSHIP

COUNTY

STATE

ZIP CODE

TELEPHONE NUMBER (Include Area Code)

I understand I am responsible for maintaining a chronological record of my employment as an electrical apprentice and agree to submit proof of such employment when requested by the proper authority. **Beginning September 1, 2008, any hours accumulated on an expired registration WILL NO LONGER be credited towards the minimum requirements of 8,000 hours, in not less than 4 years, needed to sit for the journey electrician examination under the supervision of a licensed electrical journeyman or master electrician pursuant to 1956 P.A. 217 and the Electrical Administrative Board General Rules.** I understand as an apprentice I am prohibited from engaging in electrical work without the direct supervision of a licensed electrician.

Certification and Signature of Applicant

I certify the information provided is true and accurate to the best of my ability. I further understand falsification of any statement is cause for rejection of application or revocation of electrical apprentice registration, if issued.

APPLICANT'S SIGNATURE

DATE

Sponsoring Employer Information - Locally licensed contractors must provide a copy of current license with this application

SPONSORING EMPLOYER

CONTRACTOR / FIRE ALARM CONTRACTOR LICENSE NUMBER

ADDRESS

CITY

STATE

ZIP CODE

HIRE DATE OF APPLICANT

TELEPHONE NUMBER (Include Area Code)

Certification and Signature of Supervising Master Electrician - Signature must be notarized

I certify the information is true and accurate to the best of my knowledge.

SIGNATURE OF SUPERVISING MASTER ELECTRICIAN / FIRE ALARM SPECIALTY TECHNICIAN

MASTER / FIRE ALARM SPECIALTY TECHNICIAN LICENSE NUMBER

Subscribed and sworn before me, this ____ day of _____, 20____.

a Notary Public in and for _____ County, Michigan.

Signature of Notary Public _____

My Commission expires: _____, 20____.

*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.